
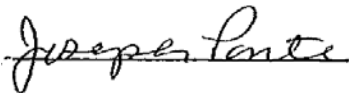


POLICY TITLE: INSURANCE COVERAGE		PAGE 1 OF 3
POLICY NUMBER: 2.17		
CHAPTER 2: FISCAL MANAGEMENT		
	STATE of MAINE DEPARTMENT OF CORRECTIONS Approved by Commissioner: 	PROFESSIONAL STANDARDS: See Section VII
	EFFECTIVE DATE: December 15, 2003	LATEST REVISION: November 29, 2011

I. AUTHORITY

The Commissioner of Corrections adopts this policy pursuant to the authority contained in 34-A M.R.S.A. Section 1403.

II. APPLICABILITY

Entire Maine Department of Corrections

III. POLICY

It is the policy of the Department of Corrections to provide insurance coverage for employees when performing duties in accordance with rules and procedures established by the Department.

Provision shall be made, at a minimum, for worker’s compensation insurance; civil liability insurance for employees and volunteers; liability insurance for official vehicles; public employee bond insurance, and property and contents insurance.

The Department shall adhere to all insurance requirements of the Division of Risk Management, in a timely manner.

IV. CONTENTS

- Procedure A: Provision of Worker’s Compensation Insurance
- Procedure B: Provision of Employee Civil Liability Insurance
- Procedure C: Provision of Volunteer Civil Liability Insurance
- Procedure D: Provision of Official Vehicle Liability Insurance
- Procedure E: Provision of Public Employee Bond Insurance
- Procedure F: Provision of Property and Contents Insurance

V. ATTACHMENTS

None

VI. PROCEDURES

Procedure A: Provision of Worker's Compensation Insurance

1. The Department shall provide worker's compensation insurance for all full-time and part-time employees. The State's Workers' Compensation Division administers the State of Maine Workers' Compensation Program.

Procedure B: Provision of Employee Civil Liability Insurance

1. The Department shall provide civil liability insurance to all full-time and part-time employees. The insurance shall be administered through the state's Division of Risk Management, and shall be consistent with the Maine Tort Claims Act.

Procedure C: Provision of Volunteer Civil Liability Insurance

1. The Department shall provide volunteer liability insurance for all of its institutional volunteers. The insurance program shall be administered through a private insurance company.

Procedure D: Provision of Official Vehicle Liability Insurance

1. The Department shall provide liability insurance for all vehicles designated as official vehicles. The insurance shall be administered through the state's Division of Risk Management.

Procedure E: Provision of Public Employee Bond Insurance

1. The Department shall provide employee bond insurance for all full-time and part-time employees. The insurance shall be administered through the state's Division of Risk Management.

Procedure F: Provision of Property and Contents Insurance

1. The Department shall provide property and contents insurance for all of its owned and leased properties. The insurance shall be administered through the state's Division of Risk Management.

VII. PROFESSIONAL STANDARDS

ACA:

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- ACI - 4-4041** Written policy, procedure, and practice provide for institutional insurance coverage, including at a minimum the following: worker's compensation, civil liability for employees, liability for official vehicles, and public employee blanket bond.
- ACI - 4-4198** Written policy and procedure govern the use of personal vehicles for official purposes and include provisions for insurance coverage.
- 4-ACRS-1B-04** Vehicles and drivers are insured in conformance with state statutes.
- 4-ACRS-7D-28** There is insurance coverage that includes, at a minimum, property insurance and comprehensive general liability insurance. Such insurance is provided either through private companies or self-insurance.
- 4-JCF-1C-17** Facility vehicles are issued only to licensed drivers and are subject to the following requirements:
1. Safety inspection(s) are conducted at least annually by qualified individuals.
 2. Routine maintenance is conducted according to an established schedule.
 3. Mechanical and safety defects are promptly reported and repaired.
 4. Facility staff understand and are familiar with the circumstances under which they may use personal vehicles for official use and the associated liability requirements.
- 4-JCF-6B-02** The facility has fiscal policies and procedures adopted by the governing authority including, at a minimum, the following:
1. Internal controls
 2. Petty cash
 3. Public employee blanket bonds
 4. Worker's compensation
 5. Civil liability insurance for employees
 6. Liability insurance for official and personal vehicles
 7. Institutional insurance coverage
 8. Signature control on checks
 9. Juvenile funds
 10. The issuing or use of vouchers

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